

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2019 MAR 20 PM 12:10

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Farm Foundation

Travel date(s): February 20-22, 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$ 549 (total)	\$266 (2 nights)	\$109 (total)	\$0
<input checked="" type="checkbox"/> Actual Amount	\$438 (airfare) \$111 (bus)		\$36/day	

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Farm Foundation's Farm and Field Congressional Fellowship Tour in Oregon (see attached itinerary)

3/8/2019 Kathryn Naessens Kathryn Naessens  
(Date) (Printed name of traveler) (Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/20/2019 [Signature]  
(Date) (Signature of Supervising Senator/Officer)

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

APR 20 PM 12:10

United States Senate

SELECT COMMITTEE ON ETHICS

February 15, 2019

Kathryn Naessens  
Committee on Agriculture, Nutrition, and Forestry  
United States Senate  
Washington, DC 20510

Dear Ms. Naessens:

This responds to your recent correspondence concerning an invitation you received to travel to the *Farm and Field Congressional Fellowship Program Tour* in Tigard, Oregon, on February 20-22, 2019, sponsored by the Farm Foundation. The Farm Foundation certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. The Farm Foundation has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and consistent with the guidance contained in this letter regarding extending your trip for a personal purpose, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, the Farm Foundation is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

<sup>1</sup> The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term “any point throughout your trip” has a specific definition. *See id.* at 2.





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# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

originally received 1/18/19

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC FEB 7 7:13PM 4:16

Name of Traveler: Kathryn Naessens

Employing Office/Committee: Senate Committee on Agriculture, Nutrition, and Forestry

Private Sponsor(s) (list all): Farm Foundation

Travel date(s): February 20-22, 2019

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Tigard, OR

Explain how this trip is specifically connected to the traveler's official or representational duties:

This is an educational trip that will focus on specialty crop production and agricultural research in western Oregon and is directly related to the issues I work on for the Senate Agriculture Committee.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

2/7/19  
(Date)

Kathryn Naessens  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Stabenow hereby authorize Kathryn Naessens  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

2/7/19  
(Date)

Debbie Stabenow  
(Signature of Supervising Senator/Officer)



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**Katie, we have you scheduled to participate in our third tour, which will be February 20-22, 2019, and will highlight food, agriculture, and agritourism activities in western Oregon, specifically focusing on specialty crop production, agricultural and input research and education, and agritourism opportunities in the Pacific Northwest. All transportation, housing, and meals will be covered by Farm Foundation.**

1. A detailed agenda;
2. A completed Private Sponsor Travel Certification Form; and
3. A list of invitees.

**Also, please complete our tour registration form (available here), and select your flight preferences, by Friday, January 25th.**

Thanks,  
Megan

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Farm Foundation
2. Description of the trip: Opportunity to gain hands-on experience and a broader perspective on the U.S. food and agriculture sector
3. Dates of travel: February 20-22, 2019
4. Place of travel: Tigard, Oregon
5. Name and title of Senate invitees: See separate list, attached
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

AND

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).





15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Farm Foundation serves agriculture and rural communities by providing objective information to foster an understanding of issues; hosts eight open-to-the-public Forums a year, highlighting emerging issues and differing opinions; publishes publicly-available Issue Reports that provide background on new issues.

- 16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$536 (total)  \$425 (airfare) \$111 (bus)	\$266 (two nights)	\$120 (total)  \$40/day	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**(b) specifically with regard to congressional participation**

- 18. Reason for selecting the location of the event or trip**

The Farm & Field Congressional Fellowship Program selects a different location each tour, in an effort to highlight the variety of agriculture across the country. The Pacific Northwest is a core part of that sector.

- 19. Name and location of hotel or other lodging facility:**

**Grand Hotel at Bridgeport, 7265 SW Hazelfern Road; Tigard, Oregon**

- 20. Reason(s) for selecting hotel or other lodging facility:**

**Lowest cost for reasonable hotel near tour area**

- 21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:**

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22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**25-passenger coach bus provided by Farm Foundation for safe and economic transportation in Oregon**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

None

- 25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):**

**Name and Title:** Megan Provost, Vice President of Policy and Programs

**Name of Organization:** Farm Foundation

**Address:** 1301 West 22nd Street, Suite 906, Oak Brook, IL 60523

**Telephone Number:** (630) 571-9393

**Fax Number:** (630) 571-9580

**E-mail Address:** [megan@farmfoundation.org](mailto:megan@farmfoundation.org)





Christmas trees, and small commercial farms. In addition, it is the location for the state's only IR-4 Pesticide Registration program working with agricultural crops throughout Oregon.

Speakers: Dr. Bill Boggess, professor and Executive Associate Dean at the College of Agricultural Sciences; Dr. Mike Bondi, Research Center Director and Professor of Forestry; Rose Kachadoorian, Pesticide Regulatory Leader with the Oregon Department of Agriculture; and Steve Salisbury, agronomist with Pacific Ag Resources

8:00-8:15pm Travel from OSU Experiment Station for Hotel  
15210 NE Miley Road, Aurora – 7265 SW Hazelfern Road, Tigard

8:15pm Check into the Grand Hotel

#### **Thursday, February 21, 2019**

7:00am Breakfast on your own (included in hotel)

7:30-8:00am Travel from Hotel to IFA Nurseries  
7265 SW Hazelfern Road, Tigard – 1887 North Holly Street, Canby

8:00-9:15am **Tour IFA Nurseries, Inc.**  
*Objective: To understand forestry production and management*  
With nurseries across Washington and Oregon, IFA Nurseries works with foresters to perpetuate one of our most valuable renewable resources. They specialize in providing quality nursery stock and tree seedlings for conifers – Douglas firs, western hemlocks, western red cedars, true firs, and ponderosa pines.  
Speakers: Thomas Cushman, Nursery Manager

9:15-9:45am Travel from IFA Nurseries to NW Transplants  
1887 North Holly Street, Canby – 32300 South Dryland Road, Molalla

9:45-11:00am **Tour Northwest Transplants**  
*Objective: To understand specialty crop production*  
NW Transplants is a diversified seedling nursery operation, producing approximately 70 million seedlings a year of vegetables, herbs, flowers, and other specialty seed.  
Speakers: Lauren Lucht, Marketing and Customer Services

11-11:30am Travel from NW Transplants to Wood Shoe Farm  
32300 South Dryland Road, Molalla – 33814 South Meridian Road, Woodburn

11:30-1:30pm **Tour and Lunch at Wood Shoe Farm**  
*Objective: To understand specialty crop production and the opportunities and challenges of agritourism*

Tour a unique Oregon agritourism and farming operation, which includes bulbs, cut flowers, potted tulips, and other plants. The farm also grows industrial hemp and extracts oils for use in processing. Learn directly from owners and managers about growing these specialty crops and the challenges they face from regulations and liability.

Speakers: Barb Iverson, Owner

1:30-2:15pm Travel from Wood Shoe Farm to Bossco Trading  
33814 South Meridian Road, Woodburn – 7105 Hazelgreen Road, Salem

2:15-3:30pm **Tour Bossco Trading**

*Objective: To understand specialty crop production and international trade*

Bossco Trading is dedicated to all aspects of the straw industry. The company controls all phases of their straw baling and pressing process – from the rake in the field to the container being opened overseas.

Speakers: Shelly Boshart Davis, Vice-President of International Sales & Marketing

3:30-3:45pm Travel from Bossco Trading to Betaseed  
7105 Hazelgreen Road, Salem – 34303 OR 99 East, Tangent

3:45-5:15pm **Tour Betaseed**

*Objective: To understand sugarbeet production and breeding*

Betaseed is the leading sugarbeet seed brand for growers in North America.

Speakers: John Enright, President, and Bryan Meier, Director of Operations

5:15-6:00pm Travel from Betaseed to Rafn's  
34303 OR 99 East, Tangent – 479 Court Street NE, Salem

6:00-8:00pm Dinner at Rafn's Restaurant

*Objective: To understand the opportunities and challenges of Oregon agriculture*

A panel of Oregon agriculture experts will join us for dinner to discuss the opportunities and challenges of the sector in their state – from regulatory to legislative and from blueberries to wheat.

Speakers: Roger Beyer, Executive Secretary of the Oregon Seed Council; Barry Bushue, State Executive Director for the USDA Oregon Farm Service Agency; Dave Dillon, Executive Vice President of Oregon Farm Bureau; Katie Fast, Executive Director at Oregonians for Food & Shelter; Bryan Ostlund, Executive Director of Oregon specialty crop groups; and Alexis Taylor, Director of the Oregon Department of Agriculture

8:00-8:45pm Travel from Rafn's to Hotel  
479 Court Street NE, Salem – 7265 SW Hazelfern Road, Tigard

8:45pm Arrive at Hotel

**Friday, February 22, 2019**





## Farm Foundation Farm and Field Congressional Fellowship Program

Invitations - U.S. Senate

First	Last	Office	Reason for Invitation
Sean	Babington	Committee on Agriculture	Agriculture staff
Kevin	Bailey	Committee on Agriculture	Agriculture staff
Katie	Bailey	Sen. Braun	Agriculture staff
Cicely	Batie	Sen. Fischer	Agriculture staff
Jordan	Baugh	Sen. Gillibrand	Agriculture staff
Kathryn	Bergh	Committee on Agriculture	Agriculture staff
Sarah	Bittleman	Sen. Wyden	Agriculture staff
Janae	Brady	Committee on Agriculture	Agriculture staff
Andrew	Brandt	Sen. Grassley	Agriculture staff
Joe	Brown	Sen. Boozman	Agriculture staff
Rosalyn	Brummette	Committee on Agriculture	Agriculture staff
Fred	Clark	Committee on Agriculture	Agriculture staff
Meghan	Cline	Committee on Agriculture	Agriculture staff
Eric	Deeble	Sen. Gillibrand	Agriculture staff
Haley	Donahue	Committee on Agriculture	Agriculture staff
Patrick	Donovan	Sen. Bennet	Agriculture staff
Brita	Endrud	Sen. Hoeven	Agriculture staff
Courtney	Flathers	Sen. Merkley	Agriculture staff
Matthew	Erickson	Committee on Agriculture	Agriculture staff
James	Glueck	Committee on Agriculture	Agriculture staff
Ward	Griffin	Committee on Agriculture	Agriculture staff
Darin	Guries	Committee on Agriculture	Agriculture staff
Daniel	Hale	Sen. Perdue	Agriculture staff
Logan	Hollers	Sen. Merkley	Agriculture staff
Chance	Hunley	Committee on Agriculture	Agriculture staff
Chelsie	Keys	Committee on Agriculture	Agriculture staff
Kevin	Lefeber	Sen. Durbin	Agriculture staff
Sarah	Little	Sen. Roberts	Agriculture staff
Samantha	Marcy	Sen. Smith	Agriculture staff
Nancy	Martinez	Sen. Young	Agriculture staff
Jessica	McCarron	Committee on Agriculture	Agriculture staff
Jonathan	McCracken	Sen. Brown	Agriculture staff
Malcolm	McGeary	Sen. Wyden	Agriculture staff
Ashley	McKeon	Committee on Agriculture	Agriculture staff
DaNita	Murray	Committee on Agriculture	Agriculture staff
Kathryn	Naessens	Committee on Agriculture	Agriculture staff
Meris	Petek	Sen. Ernst	Agriculture staff
Alex	Piper	Sen. Leahy	Agriculture staff
Sanjana	Puskoor	Sen. Bennet	Agriculture staff
Andrew	Rezendes	Committee on Agriculture	Agriculture staff
Drew	Robinson	Sen. Perdue	Agriculture staff
Robert	Rosado	Committee on Agriculture	Agriculture staff

First	Last	Office	Reasons for Invitation
Mike	Schmidt	Committee on Agriculture	Agriculture staff
Jacqlyn	Schneider	Committee on Agriculture	Agriculture staff
Quentin	Scholtz	Sen. McConnell	Agriculture staff
Mary Beth	Schultz	Committee on Agriculture	Agriculture staff
Anthony	Seiler	Committee on Agriculture	Agriculture staff
Joseph	Shultz	Sen. Stabenow	Agriculture staff
Skylar	Sowder	Sen. Boozman	Agriculture staff
Will	Stafford	Sen. Roberts	Agriculture staff
Wayne	Stoskopf	Committee on Agriculture	Agriculture staff
Aaron	Suntag	Sen. Stabenow	Agriculture staff
Adam	Tarr	Sen. Casey	Agriculture staff
Katherine	Thomas	Committee on Agriculture	Agriculture staff
Lynn	Tjeerdsma	Sen. Thune	Agriculture staff
Daniel	Ulmer	Sen. Hyde-Smith	Agriculture staff
Kyle	Varner	Committee on Agriculture	Agriculture staff
Andrew	Vlasaty	Committee on Agriculture	Agriculture staff
Ben	Ward	Sen. Merkley	Agriculture staff
Brian	Werner	Sen. Klobuchar	Agriculture staff
Pete	Wyckoff	Sen. Smith	Agriculture staff